



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Secretarial Assistant 1 - Non-Steno [Classified Competitive]			Salary A15 \$43,563.98 - \$61,181.03
Posting Number 229-22	Position Number 946993	Number of Positions 1	Posting Period * From: 03/07/2022 To: 03/21/2022
Location: Division of Certificate of Need & Licensing 120 So. Stockton Street Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Provides secretarial and administrative support to the Program Manager and professional staff. The selected candidate will develop effective work methods for processes within the unit. Types correspondence and reports some of which are of a confidential nature. Assists the Program Manager and professional staff in providing information to requesting Departments and or agencies. Directly calls Depts./agencies to relay the requested information. Answering/screening incoming phone calls and/or emails. Maintains the calendar and schedule of the Program Manager and professional staff. Maintains confidentiality regarding the information of the operations and correspondence of the Program Manager and professional staff. Ensures that incoming correspondence is correctly logged in and distributed. Prepares statistical reports and other reports as requested. Prepares agenda for monthly staff meetings. Make necessary arrangements for travel, hearings, and speaking engagements.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.</p> <p>NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PSTHFEL@doh.nj.gov</i> • Mail the required documents to: Christine Howley, Executive Assistant 3 Health Facilities Evaluation and Licensing Reference Posting #229-22 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367 </div> <div style="width: 35%;"> <p><u>Required documents:</u></p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div> </div>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*